



STANDARDS OF APPRENTICESHIP
adopted by

KAISER ALUMINUM & CHEMICAL CORPORATION (MEAD WORKS)
APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
CARPENTER-PAINTER		860.281-014	3000 HOURS
ELECTRICAL/ELECTRONIC MAINTAINER		829.261-018	6000 HOURS
GARAGE MECHANIC		620.281-050	4000 HOURS
MACHINIST		600.280-042	6000 HOURS
MASON		861.381-026	4000 HOURS
WORKS REPAIRER		899.261-014	5000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Initial Approval

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Committee Amended

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Standards Amended (review)

JULY 18, 2003
Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following standards for development of apprentices have been prepared by representatives of KAISER ALUMINUM & CHEMICAL CORPORATION (MEAD WORKS) and UNITED STEELWORKERS OF AMERICA LOCAL #329, Spokane, Washington. These Standards will govern the training of apprentices at the Mead Works.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

Kaiser Aluminum & Chemical Corporation (Mead), Spokane, Washington

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **18 to open.**

Education: **High School graduate or equivalent.**

Physical: **Physically able to perform the work of the trade.**

Testing: **A high score will be required through testing (SPECIFIC APTITUDE TEST BATTERIES) as available for each specific trade covered by these standards for qualification.**

Other: **The applicant must satisfy the Committee that he/she has the ability and aptitude to master the rudiments of the trade. The applicant must meet such other entrance qualifications as shall be established by the Committee.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. **Notification to employees of apprentice vacancies:**

- a. **Apprentices shall be selected from an eligibility pool of qualified workers already employed by KAISER ALUMINUM & CHEMICAL CORPORATION (Mead Works), in a manner prescribed by a**

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collective bargaining agreement, and in accordance with WAC 296-04-350(4).

- b. When an opening for apprentice vacancies shall occur in trade and craft jobs, the employees shall be notified by a posting on all plant bulletin boards. This posting period shall be limited to four (4) full calendar days.
- c. Application forms shall be furnished by the Company and shall contain spaces for the employee's department and plant seniority, age, education, and space for the employee to outline the details of any special training and experience tending to qualify him/her for the particular craft. Applications shall be signed and submitted to the Joint Apprenticeship Committee.
- d. Employees who are absent during the period apprentice vacancies are posted will be considered eligible to place a proxy bid for such vacancies through the Department Grievance Committeeman.
- e. At the expiration of the posting period, all applications on file with the Apprenticeship Committee shall be considered by the Apprenticeship Committee until the apprentice vacancies are filled.

2. Preliminary Screening:

- a. Should the Apprenticeship Committee determine from the records and application that the applicant possesses the required qualifications, he/she will be scheduled for the pre-entry tests.
- b. Should the employee lack the minimum qualifications, he/she will be immediately informed.

3. Pre-Entry Tests:

- a. Applicants shall be given a pre-entry test.
- b. The only intent and purpose of the pre-entry tests is to determine which applicants will be selected.
- c. Should the applicant fail to possess the necessary potentialities, he/she will be immediately informed.
- d. In case of disagreement, no appointments will be made until a satisfactory settlement has been reached.

4. Final Interview:

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Each applicant who successfully meets the Standards of the qualifying examination will be referred to the Apprenticeship Committee for final interview. In case of disagreement, the appointment will not be made until satisfactory settlement has been effected.

5. Appointment to Apprenticeship:

- a. Accepted applicants will be notified of their appointment for training by letter from the Apprenticeship Committee. Two copies of the notification shall be sent to the Chairman of the Apprenticeship Committee, one copy to the head of the department in which the appointment is made, one copy to the employment supervisor for filing in the employee's personnel folder, and one copy to the chairman of the Grievance Committee. Notification shall be made far enough in advance of the training starting date to allow time for regular employment transfer procedures to be effected.
- b. Applicants referred for final interview, but not approved for training, shall be informed by letter from the Chairman of the Apprenticeship Committee immediately after final selections have been made. The rejected applications shall remain on file for a period of five years.

B. Equal Employment Opportunity Plan:

1. To correct a recognized area of deficiency due to the under utilization of minorities and females in apprentice positions, the objective of the Apprenticeship Committee will be to fill apprenticeship positions in accordance with the Master Agreement as outlined below.

To achieve the desired minority ratio in apprentice jobs at the Mead Works, the provisions of the Master Agreement stated below will be followed in filling apprentice vacancies.

"As apprentice jobs are to be filled, the contractual selection criteria shall be applied in reaching such goals; at a minimum not less than one (1) minority and/or females employee will enter for every non-minority employee entering until the goal is reached unless at a particular time there are insufficient available qualified minority and/or female candidates."

2. As apprentice vacancies become known, notices containing all pertinent information to the vacancies will be posted on all plant bulletin boards prior to the apprentice job bid being posted. The bulletin board notices will contain the Master Agreement provisions stated above to encourage eligible minorities and females to sign the apprentice job bid.

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Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be stated in hours and shall include the probationary period. The total duration of apprenticeship shall be the sum of the required number of 1000 hour training periods as will be outlined in these Standards of Apprenticeship.

Time lost due to extended or recurring sickness or accident, reserve duty, other leave of absence, or layoff will not be credited toward the work process hours. Regular and extended vacation time lost will not be credited toward the work process hours.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period for each of the trades shall be as set forth below, but will not exceed 20% of the term of apprenticeship.

Electrical/Electronic Maintainer - 1200 hours of work

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Garage Mechanic- 800 hours of work.

Machinist- 1200 hours of work

Mason- 800 hours of work

Works Repairer- 1000 hours of work

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentices in each particular trade and crafts shall be not more than one (1) apprentice to every five (5) craftsmen in that particular trade or craft job.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Apprentices shall be paid on the following percentage basis in accordance with the collective bargaining agreement:

A. Electrical/Electronic Maintainer
Probationary Period: 1200 Hours

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	80.0%

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2	1001 - 2000 hours	82.1%
3	2001 - 3000 hours	84.8%
4	3001 - 4000 hours	87.5%
5	4001 - 5000 hours	90.2%
6	5001 - 6000 hours	93.0%

B. Garage Mechanic
Probationary Period: 800 Hours

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	83.1%
2	1001 - 2000 hours	86.8%
3	2001 - 3000 hours	90.6%
4	3001 - 4000 hours	94.3%

C. Machinist:
Probationary Period: 1200 hours

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	80.0%
2	1001 - 2000 hours	82.1%
3	2001 - 3000 hours	84.8%
4	3001 - 4000 hours	87.5%
5	4001 - 5000 hours	90.2%
6	5001 - 6000 hours	93.0%

D. Mason:
Probationary Period: 800 hours

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	80.6%
2	1001 - 2000 hours	84.7%
3	2001 - 3000 hours	88.7%
4	3001 - 4000 hours	92.8%

E. Works Repairer:
Probationary Period: 1000 hours

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	81.1%
2	1001 - 2000 hours	84.3%
3	2001 - 3000 hours	87.5%
4	3001 - 4000 hours	90.8%
5	4001 - 5000 hours	94.2%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Carpenter-Painter</u>	<u>Approximate Hours</u>
1. Familiarization, use, care and maintenance of tools and equipment	150
2. Drawing & estimating.....	350
a. Make sketches showing details for fabrication or remodeling work	
b. Make calculations in estimating material requirements	
3. Rough carpentry and repair work	1200
a. Partitions	
b. Shoring	
c. Scaffolds	
d. Floors	
e. Walls	
f. Roofs	
g. Stairs	
4. Build forms for concrete. Do fiberglass work. Repair tools review and miscellaneous	300
5. Apply and repair various types of roofing. Repair work such as interior finishing, windows. Drywall, plastics and acoustical tile application. Layout, cutting, assembly	500
6. Painting work	500
a. Familiarization with and use of selected paints for exterior woodwork, masonry and metal surfaces.	
b. Instruction regarding surface preparation; application of various types of paints manually and with the aid of equipment such as spray guns.	
TOTAL HOURS:	3000

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<u>B. Electrical/Electronic Maintainer</u>	<u>Approximate Hours</u>
1. Rebuilding Equipment	1000
a. Panel control boards & control equipment	
b. Switchboards & switching devices	
c. Small motors (frac. H. P.)	
d. Large motors	
e. Controllers	
f. Welding machines	
g. Transformers	
h. Miscellaneous equipment	
2. Mechanical equipment.....	450
a. Bearing preparation & installation	
b. Shaft & coupling alignment	
c. Gear boxes & mechanical drives	
3. Testing.....	300
a. Motors	
b. Controls	
c. Batteries	
4. Special trade assignments and trouble shooting	3200
a. Circuit analysis	
(1) Electrical	
(2) Hydraulic	
(3) Air	
b. Rigging	
c. Basic mechanics	
d. General wiring	
e. Motor inspection	
f. Conduit and wire pulling	
5. Shop and field work.....	1050
a. Plant & operation problems	
(1) Industrial lighting	
(2) Crane & mobile equipment repair	
(3) Removal and installation of electrical equipment	
6. Electrical safety in shop.....	Continuous
TOTAL HOURS:	6000

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<u>C. Garage Mechanic</u>	<u>Approximate Hours</u>
1. Familiarization with materials, parts, tools, instruments and equipment	350
a. Repair parts & materials identification, storage, location, shop housekeeping	
b. Equipment; jacks, tire changers & associated equipment, lubrication & cleaning equipment, tire balancer, hoists, lifting equipment	
c. Testing equipment; meters, volts, amp ohm, dwell, timing, compression growler	
d. Hand tools, gauges, micrometers, ohm, reamers, pullers, ring compressors, expanders, seal inserters, power tools use, care and storage	
2. Preventive maintenance, inspections and servicing	1300
a. Miscellaneous equipment; auxiliary engines, compressors, pumps, cement mixers, rollers, etc.	
b. Over-the-road tractors & trailers	
c. Hot metal carriers	
d. Tow tractors	
e. Utility trucks	
f. Electric drive vehicles	
g. Lift trucks	
h. Heavy equipment; crawlers, cranes, loaders, etc.	
3. Major repairs, trouble shooting, problem diagnosis	2350
a. Standard transmissions & linkages	
b. Differentials, drivelines, universal joints	
c. Wheels, bearings, axles, springs, shock absorbers, alignment	
d. Front end repair, steering, alignment	
e. Tire changes, repairs, balancing, tread measurement, tire matching	
f. Brakes; adjustment, relining	
g. Cooling systems and controls	
h. Hydraulic systems	
i. Starters, air and electric	
j. Diesel engines; injectors, filters, blowers, rack, fuel pumps and fuel systems	
k. Gasoline engines; carburetion, ignition, governors	
1. Propane engines; carburetion ignition	
TOTAL HOURS:	4000

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D. <u>Machinist</u>	<u>Approximate Hours</u>
1. Shop equipment.....	4200
a. Drill press	
b. Grinding	
c. Power sawing and threading	
d. Lathe	
e. Shaper and slotter	
f. Planer	
g. Boring mill	
h. Milling machine	
i. Tool crib	
2. Floor and bench work.....	1350
a. Broaching keyways	
b. Filing: straight and draw	
c. Chipping	
d. Layout	
e. Threading and tapping	
f. Reaming	
g. Disassemble and re-assemble equipment	
h. Maintaining of all machine tools	
3. General shop work.....	450
a. Layout work	
b. Air powered tools	
c. Rigging and tackle	
d. Portable tools	
e. Safe practices and safety precautions	
f. Preventive maintenance of machine shop equipment	
g. Review and miscellaneous	
TOTAL HOURS:	6000

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E. <u>Mason:</u>	<u>Approximate Hours</u>
1. Mixing clays, cements, mortars & plastics; learning types, sizes, shapes, kinds, grades & uses of bricks, blocks insulation, hard tile & glass rock.....	580
2. Building, replacing & repairing plant facilities & equipment requiring refractory-type materials, & learning use of tools related thereto	3020
3. Concrete work of all types.....	400
TOTAL HOURS:	4000

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F. <u>Works Repairer:</u>	<u>Approximate Hours</u>
1. Maint. toolroom & power tools.....	900
a. Names of tools, their uses & care	
b. Repair of simple operating machine tools	
c. Materials identification, housekeeping, storage-of tools and accessories	
2. Preventive Maintenance	600
a. Inspection, servicing, and lubrication of machinery and equipment	
b. Diagnosing trouble; corrective repair	
c. Spare parts control, identification & nomenclature	
d. Cleaning of equipment	
3. Rigging & Splicing	400
a. Safe practices	
b. Use of scaffolding, sling, hitches, pulleys, blocks and chain hoists	
c. Use of cranes and mobile equipment	
4. Fabrication.....	600
a. Read prints & sketches	
b. Cutting, forming, filing, fitting, scraping, reaming, tapping, chipping, tool sharpening, gasket cutting, layout	
c. Use of templates	
d. Make minor repairs	
e. Repair broken parts	
f. Manufacture items as required	
5. Pipe work	700
a. Fundamental pipe fitting practices	
b. Piping for steam, high pressure gas, hydraulic systems	
c. Oil systems	
d. Fire protection systems	
e. Air systems	
f. Natural gas & propane systems	

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6.	Dismantle, move, install, assemble plant machinery and equipment	1700
a.	Including alignment, and leveling, installation of footings	
b.	Routine repair and maintenance of machinery, equipment and fixtures	
7.	Review and miscellaneous	100
TOTAL HOURS:		5000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☒ Approved training seminars
- ☒ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☐ Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. Apprentices' Hours and Supervision: The work processes will be done initially under supervision and direction; however, as soon as practicable the apprentice shall be given product on-the-job work which he/she can perform individually on his/her own and which will be checked for quality and accuracy by a standard rate craftsman or by a supervisor. Two apprentices will not be worked together as partners.**
- 2. An Apprenticeship Committee is established to make the program work effectively. The judgment decisions of the Apprenticeship Committee shall be absolutely impartial and subject only to the review of the Washington State Apprenticeship and Training Council or their designate. All proceedings shall be confidential, except specific records shall be made available for review by the Chairman of the Grievance Committee and the Labor Relations Supervisor upon request.**
- 3. Conduct preliminary and final interviews, evaluate previous experience and determine qualified applicants for training. Provide guidance and counseling to individual apprentices. The Apprenticeship Committee may request other individuals to act in a temporary advisory capacity. Costs of**

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maintaining the Apprenticeship Committee shall be shared equally by the Company and the Union.

4. **Credit for Previous Training and/or Experience:** A person's previous related training and/or experience will be thoroughly examined and may qualify him/her for advanced standing in the apprenticeship program. In such cases, the total time required in the apprenticeship program will be shortened, and the employee will be assigned to the rate applicable to the period to which he/she has been advanced. In no cases, however, shall more than 18 months of credit be granted (3000 hours in the case of work processes). A person who has been granted advanced standing must still serve the probationary period.
5. **Probationary Period and Seniority Application:**
 - a. During this period, the apprentice must qualify to continue the training by passing the related technical subject tests and by satisfactorily completing the work performance assignments with ratings of "3" or better.
 - b. The apprentice who enters the program with seniority shall retain and accumulate such applicable seniority during the time spent in the program but shall not accumulate seniority in that craft upon satisfactory completion of his/her apprenticeship program retroactive to the date his/her program began.
 - c. Should either the Apprenticeship Committee or the apprentice terminate his/her apprenticeship Agreement after completion of the probationary period, he/she shall be returned to the plant labor pool and may use his/her accumulated plant seniority to seek out a vacancy.
 - d. Consideration will be given to training, essential schooling and adaptability, and where employees are qualified, in the fair and equitable judgment of the Apprenticeship Committee, to the degree necessary to insure reasonable expectation of the applicant becoming a qualified trade and craft employee, plant seniority shall govern in the appointment.
 - e. Written examinations on related technical subjects and "Apprentice Progress Reports" on shop or on-the-job work assignments will serve to determine the apprentice's ability to develop trade and craft skills. Failure in the related technical subjects instruction examinations in this first or probationary period is sufficient to terminate the individual's apprenticeship appointment. In such cases, and if the apprentice has been previously employed by the Company he/she will be returned to

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his/her previous job title if that job exists with his/her accrued seniority.

- f. In case an individual has been given credit toward completion of apprenticeship, as indicated in another part of these Standards of Apprenticeship, the related technical subjects test and the performance ratings shall cover subjects material and work assignments required in the particular period of training being served.
- g. During the course of apprenticeship, the employee will obtain the necessary hand tools for his/her work. In the event either party would terminate the apprenticeship Agreement prior to satisfactory completion, the Company agrees to reimburse the employee for tools purchased in relation to this program providing the tools are returned to the Company.

6. Other Periods of the Apprenticeship-Advancement Requirements:

- a. The apprenticeship term consists of the sum of periods as outlined in these Standards for any specific trade or craft. The term of each period is 1000 hours.
- b. In order to advance from one period of apprenticeship to the next higher period, the apprentice will be required to satisfactorily complete all shop or on-the-job work assignments as set forth for that period, as well as to successfully pass the written related technical subject examination required in that period of apprenticeship.
- c. One written examination on related technical subjects will normally be required in each period immediately before the end of the period. In the first or probationary period, the examination will be given each two (2) months. A score of 70% shall be considered the minimum passing grade.
- d. Satisfactory performance of the shop or on-the-job work shall be determined by representative work assignments covering the major divisions of the trade to be learned on the job during that period of apprenticeship. The supervisor in charge, in each case, shall appraise how well the apprentice performs on the work assignments of the major divisions of the trade. The apprentice will be rated "1", "2", "3", "4", or "5", and is required to attain a rating of "3" or better on all the major divisions of the trade in which he/she has had work assignments during each period of the apprenticeship.

7. Shop or On-The-Job Training:

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- a. The training of the apprentice in the shops or on-the-job shall be the responsibility of the foreman or other supervisors as assigned by the head of the department. It shall be the responsibility of the foreman or supervisors so assigned to provide the apprentice working with qualified craftsman with work experience on each of the major divisions of the trade to be learned on-the-job (Schedule of work experience) in the respective trades covered by these Standards of apprenticeship.
- b. The department head or other person who has the over-all responsibility for the shop or on-the-job work experience of the apprentice will furnish each month the Apprentice Progress Report to the training office. From this report, the total hours worked on each major division of the trade to be learned on-the-job, will be recorded on the cumulative record. A record will be kept on the cumulative record in cases where the apprentice's advancement in the trade has been withheld by action of the Apprenticeship Committee because of failure to comply with the advancement requirements. In cases where the apprentice's advancement in apprenticeship has been withheld, as per the provisions in these Standards of Apprenticeship, his/her total time in apprenticeship may be increased according to the provisions of the plan.
- c. When in the opinion of the foreman or supervisor, it is necessary that the apprentice be assigned an extended number of hours of time beyond that regularly required for mastery of the major divisions, this shall be so indicated on the Apprentice Progress Report. Such extensions of hours in the major divisions need not constitute an extension of the apprenticeship, but may be deducted from some other major division in which the apprentice is proficient. In all cases, the apprentice will be required to complete within 25% plus-or-minus of the total number of hours of work required for each major division, except where this requirements is obviated by the granting of credit.
- d. A schedule of work experience in major divisions of the trade to be learned on-the-job, for each of the trades covered in these Standards of Apprenticeship, is prepared for guidance of the on-the-job assignments or work experience of the apprentice. The schedule of work experience for trades will be outlined in these Standards of Apprenticeship. The instruction of the apprentice need not follow that chronological order of divisions as they appear in the schedule of work experience, but may be taught in sequence best suited to the volume and type of work common to the trade, provided that all apprentices shall receive instruction on all major divisions of the trade as listed in the schedule of work experience, excepting those divisions obviated by credit allowance.

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- e. An apprentice who fails to get a performance rating of "3" or better on all of the major divisions of the trade assigned during that period shall be held in that phase without change of rate of pay for an additional qualifying period. During this he/she shall receive special training in the types of work covered by the assignments in which he/she failed. At the completion of this period the apprentice must show satisfactory performance he/she shall be examined orally by the Apprenticeship Committee to determine whether he/she shall be dropped from the apprenticeship, or given an additional period.
- f. If a low related technical subjects examination score or unsatisfactory shop or on-the-job performance rating occurs in two consecutive phases of apprenticeship and the apprentice is required to take a re-examination in each phase for advancement in rate he/she shall automatically be dropped from the apprenticeship upon failing the third consecutive period related technical examination or unsatisfactory performance rating on the shop or on-the-job work.

8. Termination of Apprenticeship

- a. **Apprentice:** An individual apprentice may at any time, at his/her discretion, terminate the apprenticeship. In doing so he/she must follow the regular apprentice termination procedures and, in addition, submit a written notice of his/her apprenticeship termination to the foreman or supervisor under whose direction he/she has been working. This notice will be available immediately to the Apprenticeship Committee.
- b. **The Apprenticeship Committee:** The Apprenticeship Committee can terminate the apprenticeship Agreement if the apprentice fails to meet the requirements of these standards, subject to review by the Washington State Apprenticeship and Training Council.

9. Graduation Certificate of Completion of Apprenticeship

Graduation from apprenticeship requires, irrespective of previous standing in shop or on-the-job performance rating and in related technical subjects, the passing of a comprehensive written examination covering all phases of the course of related technical subjects instruction with a grade of at least 70% and the appraisal of "Satisfactory" as evidenced by a work performance rating of "3" or better on all the major divisions of the trade.

B. Local Apprenticeship Committee Policies

NONE

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
 2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

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- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

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- Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The Apprenticeship Committee shall be composed of equal members representing the employer, Kaiser Aluminum & Chemical Corporation and equal members representing the United Steelworkers of America, Local #329, Spokane, Washington, selected by the groups they represent.

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The employer representatives shall be:

Randy Jewlett, Secretary
KACC (Mead Works)
2111 East Hawthorne Road
Mead, WA 99021

Tom Morlock
KACC (Mead Works)
2111 East Hawthorne Road
Mead, WA 99021

Rick Charbonneau
KACC (Mead Works)
2111 East Hawthorne Road
Mead, WA 99021

The employee representatives shall be:

Dan Russell, Chair
1727 E Francis Ave Suite #4
Spokane, WA 99207

Al Gunderson
KACC (Mead Works)
2111 East Hawthorne Road
Mead, WA 99021

John Ennes
KACC (Mead Works)
2111 East Hawthorne Road
Mead, WA 99021

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE